



STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
ROAD TOLL BUREAU
33 HAZEN DRIVE
CONCORD, NEW HAMPSHIRE 03305
TELEPHONE: (603) 271-2311

FOR OFFICIAL USE ONLY

OFFICE AUDIT

By: _____ Date: _____

VERIFICATION

By: _____ Date: _____

NAME: _____

ADDRESS: _____

CITY/TOWN: _____

STATE: _____ ZIP: _____

MOTOR FUEL DISTRIBUTOR REPORT

MONTH OF _____ YEAR _____

Report must be postmarked no later than the 20th
day of the month following the reporting period.

Telephone Number: _____

License Number: _____

INVENTORIES AND RECEIPTS	SCH #	AUTOMOTIVE GASOLINE	UNDYED SPECIAL FUEL
1. OPENING INVENTORY (INCLUDE ITEMS IN TRANSIT)			
2. RECEIPTS AT LOCATIONS IN NH FROM OUTSIDE NH	2		
3. RECEIPTS AT LOCATIONS IN NH FROM NH	3		
4. DIRECT SHIPMENT TO OTHER STATES	4		
5. DIRECT SHIPMENT TO CUSTOMERS IN NH	5		
6. INVENTORY TRANSFERS AND ADJUSTMENTS	6		
7. TOTAL CHARGES			
8. CLOSING INVENTORY (INCLUDE ITEMS IN TRANSIT)			
9. TOTAL GALLONS TO BE ACCOUNTED FOR (LINE 7 MINUS LINE 8)			
DISTRIBUTION			
10. SALES OUT OF NH	10		
11. SALES TO NH LICENSED DISTRIBUTORS	11		
12. SALES TO U.S. GOVERNMENT AND ITS AGENCIES (BULK)	12		
13. SALES TO LOCAL AND STATE GOV'T OR ITS AGENCIES (BULK)	13		
14. GAIN OR LOSS (INDICATE GAIN AS "G" AND DEDUCT)			
15. TOTAL NON-TAXABLE DISTRIBUTION (LINES 10 THROUGH 14)			
16. TAXABLE SALES IN NH	16		
17. TAXABLE USE (PERSONAL)	17		
18. TOTAL TAXABLE DISTRIBUTION			
19. TOTAL GALLONS TO BE ACCOUNTED FOR (LINE 15 + 18 MUST = LINE 9)			
TAX COMPUTATION			
20. TAXABLE DISTRIBUTION (LINE 18)			
21. LESS RETAIL DLR. SALES TO US GOV'T AND ITS AGENCIES	21		
22. LESS RETAIL DLR. SALES TO LOCAL & STATE GOV'T OR IT AGENCIES	22		
23. ADJUSTMENTS TO PRIOR REPORTING PERIOD(S) ADJUSTMENTS			
24. RESULTS OF LINES 21 THROUGH 23			
25. NET TAXABLE GALLONS (LINE 20 +/- LINE 24)			
26. TAX RATE PER GALLON		\$0.18	\$0.18
27. TAX DUE BY PRODUCT (LINE 25 X LINE 26)		\$	\$
NET DUE (TOTAL OF LINE 27)		\$	

Name: _____

(PLEASE PRINT)

Signature: _____ Title: _____ Date: _____

(Signed under penalty of unsworn falsification pursuant to RSA 641:3)

MAKE CHECKS PAYABLE TO: STATE OF N.H.-ROAD TOLL BUREAU

STATE OF NEW HAMPSHIRE-MOTOR FUEL DISTRIBUTOR REPORT INSTRUCTIONS

This form is to be used to report motor fuel transactions. **COMPLETE A SEPARATE SCHEDULE FOR EACH PRODUCT TYPE & REPORT WHOLE GALLONS ONLY!** If there were no transactions for the reporting month, write 'none' on lines 9, 19, and 27. The following items must be completed: The month and year for which the report is filed, the distributor name, NH license number, mailing address, telephone number, signature, and title of authorized person and the date signed.

RSA 259:58 Motor Fuel "Motor fuel" shall mean all products used in an internal combustion engine for the generation of power to propel motor vehicles or mechanical contrivances on or over the ways of this state."

RSA 259:37-b Gasoline "Gasoline" shall mean all products commonly or commercially known or sold as gasoline, including casinghead and absorption of natural gasoline, regardless of their classification or uses, and any liquid prepared, advertised, offered for sale, or sold for use as or commonly and commercially used as a fuel in internal combustion engines..."

RSA 259:103-a Special Fuel "Special fuel" shall mean all products, except gasoline, propane, natural gas, or liquified natural gas, used in an internal combustion engine for the generation of power to propel motor vehicles or mechanical contrivances on or over the ways."

INVENTORIES AND RECEIPTS

- LINE 1 Enter the physical quantity of motor fuel gallons contained *in transit & in NH* wholesale bulk storage at month's beginning. This *does not* include any product contained in a facility which is attached to a pump used for 'retail' sale to the public; or product on consignment to a retail dealer or in a retail station.
- LINE 2 Enter only receipts *into NH* wholesale bulk storage *from outside NH* and complete Schedule 2.
- LINE 3 Enter only receipts *into NH* wholesale bulk storage *from NH* and complete Schedule 3.
- LINE 4 Enter only purchases of fuel shipped directly to customers *outside NH* that did not enter your NH wholesale bulk storage and complete Schedule 4.
- LINE 5 Enter only purchases of fuel shipped directly to customers *in NH* that did not enter your NH wholesale bulk storage and complete Schedule 5.
- LINE 6 List any inventory transfers and adjustments (*from NH* wholesale bulk storage) of Undyed Special Fuel and complete Schedule 6.
- LINE 7 Enter total gallons calculated from lines 1 through 6.
- LINE 8 Enter the physical quantity of motor fuel gallons contained *in transit & in NH* wholesale bulk storage at month's end.
- LINE 9 Enter the total gallons calculated from line 7 less line 8.

DISTRIBUTION

- LINE 10 Enter the total sales *out of NH* to another state and complete Schedule 10. (This schedule shall be submitted in duplicate for each state).
- LINE 11 Enter the total sales to NH licensed distributors and complete Schedule 11.
- LINE 12 Enter wholesale bulk sales "...to the United States, it's agencies or instrumentalities; and diplomatic or consular personnel certified by the United States Department of State" and complete Schedule 12.
- LINE 13 Enter wholesale bulk sales "... to the State of New Hampshire or its agencies" and "...to any city, town, county, school district, or village district" and complete Schedule 13.
- LINE 14 Enter gain or loss (only *from NH* wholesale bulk storage). Indicate gain as "G" and deduct.
- LINE 15 Enter total non-taxable sales (add lines 10 through 14).
- LINE 16 Enter total taxable sales *in NH* and complete Schedule 16 (With exception of fuel used in your own equipment).
- LINE 17 Enter fuel used in your own equipment for personal use *from NH* wholesale bulk storage and complete Schedule 17.
- LINE 18 Enter total of lines 16 and 17.
- LINE 19 Enter total of lines 15 and 18 (this must equal the total shown on line 9).

TAX COMPUTATION

- LINE 20 Enter total shown on line 18.
- LINE 21 Enter total 'retail' dealer sales to United States Government and its agencies as defined on line 12 and complete Schedule 21.
- LINE 22 Enter total 'retail' dealer sales to the State of NH and its agencies as defined on line 13 and complete Schedule 22.
- LINE 23 Enter adjustments that may be an addition or a <deduction> to a prior month/year and give written detail. This schedule shall not be used to show the results of a NH audit. (Without detailed explanations, your adjustment(s) may be disallowed.)
- LINE 24 Results of lines 21 through 23.
- LINE 25 Enter net taxable gallons (line 20 +/- line 24)
- LINE 26 This is the current tax rate per gallon.
- LINE 27 Multiply the gallons shown on line 25 by the tax rate on line 26.

RSA 260:38, I Provides that " ... on or before the twentieth day of each calendar month render a return to the department on forms prescribed and furnished by the commissioner. The return shall show the total number of gallons sold and used in the state during the previous calendar month..."

RSA 260:40, I Provides that " When any distributor shall fail to file a monthly report with the department at the time fixed in this subdivision, refuse to submit the data required by RSA 260:38, or fail to pay the amount of road tolls due when they shall be payable, a penalty of 10 percent shall be added to the amount of the road tolls due... Such penalty shall immediately accrue, and thereafter the overdue road tolls and the penalty shall bear interest as specified in RSA 260:40-a."